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WELCOME TO **KINGSLEY PRIMARY SCHOOL**

Within this booklet, you will find all the information you will need to know about our school.....and more!!

However, we feel that it is very difficult to portray the true family feel of our school in a booklet. Only a personal visit will allow you to appreciate the real values and ethos of our inclusive school. Therefore, we extend an invitation to all prospective pupils/parents/Governors to pay us a visit and see exactly what Kingsley Primary has to offer.



Please visit our website www.kingsleyprimary.com to see a lot more of what makes us special.



**KINGSLEY PRIMARY SCHOOL
TAYBROOKE AVENUE
HARTLEPOOL**

Telephone: 01429 273102

Headteacher: Mrs A. J. Darby

admin.kingsley@school.hartlepool.gov.uk

www.kingsleyprimary.com

Dear Parent

On behalf of the children, governors, staff and myself, I wish to welcome your child to Kingsley Primary School, where we hope that the years spent with us will be successful and enjoyable. We will do everything possible to ensure that your child benefits from the time spent with us in this school. We hope to work in partnership with you to ensure your child reaches his or her full potential.

Our main aim is to pass your child on to the Secondary stage with a good basic knowledge, an enjoyment of school work, an enquiring mind and the desire to make a positive contribution to the community and the wider world.

In order to assist your child to settle quickly, the following notes have been prepared, which I hope will be of help. If you have any further questions, please don't hesitate to contact me directly.

Yours sincerely

Alison Darby
Headteacher

KINGSLEY PRIMARY SCHOOL

INTERESTING FACTS

- Pupils, parents, governors and staff all work together as a 'family'
- We have approximately 420 children in main school and 78 children in nursery.
- In nursery, we have 39 places each morning and 39 each afternoon. We also offer 30 hour flexible provision within our nursery. We provide up to 8 places for 2 year old provision.
- In main school children are in mixed ability classes, two in each year group (Reception – Y6)
- We also have additional provision in our bases for children whose needs require it.
- We have a very successful inclusion policy. We have additionally resourced places for up to 25 pupils with Autistic Spectrum disorders.
- Our most recent Ofsted inspection took place in January 2019 and the report said:
 - Leadership and management are good. The Headteacher and other leaders, including governors, have a clear vision for the school and are very ambitious. They set high standards and expectations for everyone.
 - A strong climate and focus on spiritual, moral, social and cultural development allow pupils to understand issues and have knowledge of life in modern Britain.
 - The arrangements for safeguarding are effective. All staff and governors are continually mindful of pupils' welfare. The school's work with parents and carers and pupils is strong in promoting positive behaviour and overcoming barriers to learning.
 - Children in early years make a good start to their education. Provision is imaginative and well planned. This supports children in making good rates of progress.
 - Provision for pupils with special educational needs and/or disabilities (SEND) is exemplary. The high levels of adult support, training and staff experience ensure that pupils are making admirable progress.
 - Leaders have ensured that pupils falling behind receive appropriate interventions and support to catch up. As a result, by the end of key stage 2, standards in 2019 were above the national average in reading, writing and mathematics.



School Governors

All governors can be contacted through the school. Please see our website for further governor information.

Co –Opted Governor

Mr J Vale – Chair of Governors
Mrs Carole Allott
Mrs D Greenwood
Mrs L Harvey
Mrs J Vale
Mrs J Hanson(Vice Chair)
Miss S Kerr
Mrs H Marshall

Period of Office

22/09/2019 to 21/09/2023
19/10/2019 to 18/10/2023
21/09/2019 to 20/09/2023
22/09/2019 to 21/09/2023
22/09/2019 to 21/09/2023
22/09/2019 to 21/09/2023
23/04/2021 to 22/04/2025
02/11/2021 to 01/11/2025

LA Governor

Mrs O Hart

15/09/2020 to 14/09/2024

Parent Governor

Mrs E De Bruijn
Mrs K Brown
Mrs E Todd
Mrs H Carroll

19/03/2022 to 18/03/2026
13/02/2019 to 12/02/2023
29/01/2021 to 28/01/2025
07/01/2021 to 06/01/2025

Staff Governor

Mr M Johnson

20/11/2019 to 19/11/2023

Headteacher: Mrs. A. J. Darby

Teaching Staff

Mrs Allott	Deputy Headteacher/ Designated Lead for Safeguarding
Mrs Robinson	Deputy Headteacher/Y3/Y4 Lead/NQT Mentor
Mrs Barrass	SEN Manager/Senior Assistant Head, Leadership Team, First Aider
Mrs Hodgson	Assistant Head, Nry/Rec Lead
Mrs Ord	Assistant Head, KS1 Lead/Literacy
Mr Robinson	Assistant Head, Y5/Y6 Lead/Assessment/Mathematics
Mrs Bonser-Hall	KS1 SEN
Mrs Worth	KS2 SEN
Miss Longstaff	Mr Simpson
Mrs Oram	Miss Mellor
Mrs Cooper	Miss Simpson
Miss Spowart	Mr Henderson
Mrs Ord	Miss Santos
Miss Pratt	Mrs Johnson
Mrs Warwick	Miss Roache
Mr Fear	Miss Flanagan
Miss Foster	Miss Fawcett
Mrs Lucas	
Mrs Jones (Supply)	Phonics Intervention
Mrs Dixon	SEN assessments/Booster Work

Support Staff

Finance & Heads PA
Facilities Manager and Admin Manager
(Health and Safety Co-ordinator)
Assistant to Facilities Manager and HR
Secretary
Office Administrator/First Aider
SEN Administration
Site Supervisor
School Counsellor Pastoral Care & Safeguarding
Outreach Worker/Attendance Co-ordinator/First Aider

Miss H Watson
Mrs R Wright

Miss C Borthwick
Miss K Ryan
Mrs K Cooper
Mrs A Turner-Mackey
Mr S Wright
Mrs J Sherwood
Mrs L Craig

Teaching Assistants

Mr C Adams	First Aider
Miss S Baker	Paediatric First Aider
Miss G Bellwood	First Aider
Miss T Bratton	Emergency First Aider
Mrs G Brough	
Mrs A Burton	
Miss M Caygill	
Mrs H Corbett	
Mrs C Coulson	Paediatric First Aider
Mrs L Crone	
Miss L Davies	Paediatric First Aider
Mrs N Easton	First Aider
Mr J Edmenson	
Miss M Elwick	
Mrs A Fenwick	
Miss N Fitzpatrick	
Mrs S Gallagher	Paediatric First Aider
Miss P Gibson	Emergency First Aider
Miss S Gibson	
Miss D Griffiths	First Aider
Miss R Griffiths	Emergency First Aider
Mrs L Hall	Paediatric First Aider
Mrs D Hay	
Mrs E Harrington	
Mrs J Henzell	
Mrs A Hill	
Miss K J Hopper	
Mr M Johnson	First Aider
Miss J Jukes	
Mrs L Kingston-Lane	First Aider
Mrs L Langlier Ward	
Miss E Liddell	
Mrs D Lilley	
Mrs G Loynes	
Miss J Marshall	First Aider
Miss H Martindale	First Aider
Mr S Matthews	
Mrs C Meadley	
Miss C Morris	
Miss C Murphy	
Miss L Orley	
Miss K Paylor	
Mrs T Phillips	

Miss C Puckrin	First Aider
Mr J Reid	
Mrs K Reid	
Mr A Robinson	First Aider
Mrs N Skedd	Little Gems Lead/Paediatric First Aider
Mrs D Slimings	
Miss E Stead	
Miss A Steele	
Mrs S Storey	
Miss C Tait	Paediatric First Aider
Miss C Travis	First Aider
Miss L Veart	
Miss D Watson	
Mrs E Weatherill	
Mrs D Wilmot	

Posts of Responsibility

Mrs A Darby	Headteacher
Mrs C Allott	Deputy Head Teacher, Leadership Team
Mrs K Robinson	Deputy Head Teacher, Leadership Team
Mrs N Barrass	SEN Manager/Senior Assistant Head, Leadership Team, First Aider
Mrs J Ord	Assistant Head, Leadership Team
Mrs C Hodgson	Assistant Head, Leadership Team
Mr C Robinson	Assistant Head, Leadership Team

USEFUL ADDRESSES

The full postal address of the school is: -

Kingsley Primary School,
Taybrooke Avenue,
Hartlepool.
TS25 5JR
Telephone/Fax: 01429 273102
Web site address: www.kingsleyprimary.com
E-mail: admin.kingsley@school.hartlepool.gov.uk

The **Chair of Governors** is Mr. J. Vale, who may be contacted through the school.

The Clerk to Governing Body is Director of Children's and Joint Commissioning Services

The address of the Director of Children's and Joint Commissioning Services is:-

Director of Child and Adult Services
Civic Centre
Victoria Road
Hartlepool
Telephone: 01429 266522

The School's **Attendance Officer** is:-

Terry Lahney
School Attendance Team
The Centre of Excellence for Teaching & Learning (CETL)
Brierton Lane
Hartlepool
TS25 4BY
Telephone: 01429 284366/523247

The **Psychological Service** is located at
The Centre of Excellence for Teaching & Learning (CETL)
Brierton Lane
Hartlepool
TS25 4BY
Telephone: 01429 284366

SCHOOL OPENING HOURS

2 Year Old Provision: 8.30am – 11.30am

The Nursery is open:

Morning Session	8:30am – 11:30am
Afternoon Session	12:00pm – 3:00pm
Flexible sessions:	Monday/Tuesday 8.30am – 3pm, Wednesday 8.30am – 11.30am Wednesday 12pm – 3pm, Thursday/Friday 8.30am – 3pm

We also offer 30 hour provision.

The Main School is open:	Morning	Afternoon
KS1 - Rec, Y1, Y2	9:00am – 11:50am	12:50pm – 3:10pm
KS2 – Y3, Y4, Y5, Y6	9:00am – 12:20pm	1:05pm – 3:20pm

Our gates open at 8.30am. Children are unsupervised before the doors open at 8.30am.

All children are allowed into school when the doors open at 8:30 am. Children complete morning jobs until school officially starts.

A breakfast club is available from 8:00am. Kid's Zone is available until 5:00pm in school. For any information about care facilities please contact Mrs. Easton via the school office.

Attendance

At Kingsley school we are committed to providing pupils with the best educational opportunities available and there are clear links between attendance and achievement. To enable pupils to benefit from these opportunities it is essential that your child has regular school attendance.

An absence is classed as 'unauthorised' if we have not had any notification from parents/carers either by phone, note or in person as to the reason for the absence. When notification is given dependent upon the reason for an absence this may then be classed as an 'authorised' absence. However, it is important that parents/carers are fully aware that in any event an absence from school means your child will not be marked present and therefore will result in lower attendance. A request to withdraw a child during a school session must be made either in writing or by personal visit in advance.

Regular attendance and punctuality is a prerequisite to a good education and therefore is a priority for the school. Kingsley Primary School is committed to providing a full and inclusive educational experience for all pupils.

Irregular attendance is likely to place the child at an educational disadvantage. As a school, therefore, we aim to pursue the goal of regular pupil attendance and in this matter the partnership between school and home is important.

We hope our parents will value Kingsley Primary School and their child's education and support our school's procedures. Every child is expected to achieve attendance of at least 96%.

It is the parent's responsibility to inform school of the reason for a child's absence. We would like to receive notification as soon as the child is absent from school. If parents do not contact school on the first day of their child's absence, the Attendance Co-ordinator will contact parents to ascertain reasons for the absence and offer advice and support where appropriate as part of the first day response procedures. It is important that contact with parents is made on the first day of absence to ensure that parents are aware that their child(ren) have not arrived at school that day. Contact will also be made on the 3rd and 5th day of absence.

If you have any questions or you would like to discuss school attendance in any more detail please get in touch with Linda Craig, Outreach Worker and Attendance Co-ordinator or Jill Sherwood Pastoral Care on 273102.

As a school we are striving each year to improve the overall attendance of pupils. We rely heavily on parents' support in helping us to achieve this.

Terms (inclusive dates) 2022/2023

Autumn Term	5th September 2022 – 20th December 2022	(Half-Term 24/10/22 - 28/10/22) (Christmas Holiday 21/12/22 – 04/01/23)
Spring Term	5th January 2023 – 31st March 2023	(Half-Term 20/02/23 - 24/02/23) (Easter Holiday – 03/04/23 – 14/04/23)
Summer Term	17th April 2023 – 20th July 2023	(Half-Term 29/05/23 - 02/06/23)
PD Days (school closed to children)	2nd September, 2022 21st October, 2022 4th January, 2023 17th February, 2023 21st July, 2023	

THE SCHOOL AND ITS ADMISSION POLICY

Kingsley Primary School is a community primary co-educational day school for boys and girls between the ages of 3 and 11. Children are admitted into the Main School as follows:

- Those with 5th birthdays between 1st September and 31st August are admitted at the start of the Autumn Term.

Children may be admitted to Nursery as soon as there is a space following their third birthday.

Kingsley provides the child with nursery education for their 15 hours entitlement, this can be taken in the following ways:

- 3 hours each day either morning or afternoon,
- Flexible sessions Monday, Tuesday 8.30am – 3pm, Wednesday 8.30am – 11.30am or Wednesday 12pm – 3pm, Thursday/Friday 8.30am – 3pm

We also offer 30 hour provision for those who are entitled to it.

Parents who are considering Kingsley as a school which they would like their child to be part of are welcome to visit the school, particularly when it is in session. Please contact the school office to arrange a mutually convenient time.

2 Year Old Provision

We provide 2 year old provision at Kingsley Primary School. This is led by Mrs Skedd and Mrs C Hodgson and we offer up to 8 places to children 5 mornings a week (15 Hours) The provision takes place in a purpose built room close to our nursery. If you are interested in a place please contact Kim Rowntree at the Children's Hub on 01429 284284 or via email childrenshub@hartlepoolgcsx.gov.uk

Admission Criteria 2020/2021

The Local Authority is the Admissions Authority for Kingsley Primary School. For up-to-date information on both current and proposed admission arrangements, or details on how to make an application, please refer to the Local Authority's website <https://www.hartlepool.gov.uk/schooladmissions> or telephone:

2 Year Old Provision	01429 284284
Admissions to Nursery	01429 273102
Admissions to Reception Class:	01429 523765
In Year Transfers:	01429 284368

PARENTS AND THE SCHOOL

If we are to engage in a meaningful partnership, parents have an important part to play.

We have three opportunities each year when parents are invited to come to school and discuss, on an individual basis, their children's work. A newsletter is produced every Friday which gives updates and information of coming events. This is available to view on the school app and the school website. Please ask at the office if you prefer a paper copy of this letter.

Staff are available each morning at the children's entrance and we can usually discuss immediate problems, which can often be solved quickly. Should a longer discussion be necessary, an appointment can be made via the school office.

We are always grateful for parental help, which supports the teaching we do in school. There are many ways in which you can help your child, and we are always willing to discuss these with you.

HOW WE ORGANISE OUR SCHOOL

Pastoral Care and Counselling

The Class Teacher is responsible for the pastoral care of the children in his or her class. The pastoral care is also an issue which is discussed by the teaching teams when problems arise. The school has a dedicated Pastoral Care team which is co-ordinated by Jill Sherwood. Jill is a fully qualified therapeutic counsellor who provides a counselling service in a dedicated room based within the Support Centre and counselling is available for pupils and parents.

Kingsley Primary School has an Outreach Worker, Linda Craig, who works full time across all key stages. Both her and Jill work very closely with parents and carers, school staff, external services and voluntary organisations. Our pastoral team may become involved with you and your child before they start in Nursery and will be available right up until they leave for secondary school. You can contact Linda or Jill on the school number

Children and Adult Support Centre

Experience a warm, caring and welcoming atmosphere by visiting our Child and Adult Support Centre situated next to our school. We aim to give children, their families and the community the best possible start in life by providing a wide range of support and activities by different services within a clean, friendly and secure setting.

Primarily, the services that we offer within our Child and Adult Support Centre are services that provide maximum impact on the children who attend Kingsley Primary School, and their families. Such as:

- ◆ 2 Year old provision
- ◆ Pre Nursery Group
- ◆ Parent Toddler Group
- ◆ Child Counselling
- ◆ Adult Counselling
- ◆ Internal, Continuous Professional Development for the whole school community

For more information on these services, please speak to a member of staff.

Organisation

There are approximately 420 children on the school roll (plus 23 additionally resourced places for children with Autistic Spectrum Disorders) and 78 part-time pupils at nursery with 4 additional assessment places for children with aspergers or autistic spectrum disorders. At present, classes are organised on the following basis:-

Class	Team	Team Leader
2 Year Old Provision	2 Year Old Provision Team	Mrs Hodgson/ Mrs N Skedd
Nursery and Reception	Foundation Team	Mrs Hodgson
Year 1	Key Stage 1 Team	Mrs Allott
Year 2	Key Stage 1 Team	Mrs Ord
Year 3 and 4	Lower Key Stage 2 Team	Mrs Robinson
Year 5 and 6	Upper Key Stage 2 Team	Mr Robinson
KS1 and KS2 SEND Bases	SEND	Mrs Barrass

The basic objective of this organisation (which may change if there is an alteration in staffing levels) is to ensure that all children are placed in teaching and learning situations which will enable us to give maximum attention to their needs and abilities. At varying times throughout the school week they will be working individually, in small groups or perhaps as a class unit, this being decided by classroom organisation and the nature and difficulty of whatever children are working upon.

Sporting Aims and Provision

P.E. at Kingsley School is encouraged with children participating in Movement, Dance, Swimming, Games lessons and the daily mile. The time allocated is approximately 2 hrs per week.

The emphasis in these lessons is on developing skills (including leadership, teamwork and the importance of a healthy lifestyle). Traditional team sports take place in an extra-curricular activity. Kingsley School runs netball, football, hockey, table tennis, dance, basketball, athletics and games clubs. Both sexes are included in all team games. All the staff are qualified to teach P.E. However, we do invite coaches from various sports to help develop our children's skills. Coaches are invited into school to offer specialist expertise and to prepare children for external sporting events. Recent coaches have developed skills in: Yoga Bugs, Table Tennis, Tennis, Balance Bikes and Judo.

Links exist with Summerhill Outdoor Activity Centre, Rossmere Forest School and Carlton Outdoor Centre.

Primary Schools receive a PE premium allocation each year. At Kingsley Primary School, we aim to give our children the best opportunities to develop life skills. These opportunities include: access to balance bikes, additional swimming lessons and specialist coaches (for further information, please refer to the school website).

Children with Special Needs

Kingsley Primary School has additionally resourced provision for children with a diagnosis of Autistic Spectrum Disorder/Social Communication Difficulties. There are 25 allocated places, 23 in school and 2 nursery assessment places. Additionally resourced places are allocated to children following discussions and agreement by the school and the Local Authority SEND team.

Our most recent Ofsted report states that "The school makes exemplary provision for pupils who have special educational needs and/or disabilities. Parents are happy with the provision and believe it to be 'phenomenal'."

The school operates within the SEND Code of Practice, which came into force on 1st September, 2014 and was revised in January 2015.

Any pupil who is not making adequate progress is initially monitored through the school's graduated response. Extra support is then provided to work towards achieving individual targets. Following this, if

concerns continue then after consultation with the parents, the child will be placed on the Special Needs Register at SEN Support. A graduated response is then put in place to identify, support, monitor and review progress each term. If additional support is identified this is also discussed with parents.

If a child then makes adequate progress they may be removed from the register. However if, despite the additional support, the gap between the child and his/her peer group continues to grow then additional support or input may be requested from an agency outside of the school, e.g. Educational Psychologist, teacher for hearing impaired, SALT, CAMHS etc.

If a child continues to make adequate progress even with this level of support then all parties may agree to a request being made for a statutory assessment of the child's needs by the local authority.

If the LA agrees to carry out an assessment of the child's needs then an Education Health Care Plan may be issued detailing the child's needs and the provision necessary to meet those needs. Following this a statutory annual review is carried out each year or earlier if necessary.

Individual support plans are produced termly for all children on the Special Education Needs register and copies are given to the parents during a designated SEND Parents Evening.

If at any time parents have any concerns about their child's progress they can talk to the class teacher or Mrs. Barrass, Special Educational Needs and Disability Manager.

Our whole school has been adjusted to assist access for children with disabilities. This includes adjustable tables, lifts, chairs etc. If for any reason the school is not accessible then it is school policy to make the changes if possible, as quickly as funding allows.

At all times, the school aims to provide equal treatment for all children in a supportive, secure atmosphere, allowing their full potential to be achieved throughout all the curriculum areas, whilst giving consideration to the needs and feelings of the children involved.

Admission of pupils with Disabilities

The admissions of pupils with disabilities are treated exactly the same as any other admission with possibly more liaison meetings with the necessary personnel to ensure smooth entry into school. Admission for an ARP place must come via the local authority SEND Team.

SEND Base Teaching Environments

We have two SEND Base teaching environments for pupils who require additional provision in a smaller teaching environment for a number of reasons. Pupils are identified by Mrs Barrass and this is discussed with parents regularly. All pupils who access the SEND Base environments spend as much time as possible in their mainstream classroom. All pupils have at least 3 curriculum areas taught in their mainstream classroom and this is reviewed regularly. Pupils have an individualised curriculum each term which focuses on targets to challenge and make progress at their appropriate level.

SEND Base provision is monitored and reviewed each half term and changes are made to the pupil individual timetables accordingly. Each base has a full time SEND Teacher and a team of teaching assistants who work very closely with the children providing a mixture of 1:1, 1:2 and small group support.

Any questions regarding the SEND Base provision can be discussed with Mrs Barrass.

Accessibility Plan

The school has an accessibility plan which was updated in April 2019 to be reviewed in 2022. Accessibility has been judged to be very good by this audit. An action plan, however, is created every time the plan is updated related to our priorities in this area which is often new building projects or repairs.

All of our pupils are treated equally. The school maintains very close contact with parents to ensure theirs and the children's wishes are acted upon.

THE SCHOOL CURRICULUM

Our School Aims

At Kingsley, children are at the heart of all we do.

All staff play a crucial role in ensuring all children remain at the centre of our education.

Our Values are:

- To treat everyone as an equal.
- To provide a safe and secure environment.
- To ensure every child achieves their full potential whilst in our care.
- To learn respect for others, good manners, courtesy and display appropriate behaviour at all times.
- To provide an education which is enjoyable, creative, of high quality and provides children with the skills to succeed in modern Britain.
- To build positive relationships with adults and peers.
- To ensure all children achieve regardless of their background, race or disability.

Our aims are:

- To ensure our children remain at the heart of all we do.
- To do everything within our power to ensure each individual child achieves their full potential.
- To be a fully inclusive school and promote equality for all.
- To actively promote self-confidence and build self-esteem
- To provide a cost effective, broad and balanced education for all.
- To widen our children's experiences beyond the local community. (globally, locally, nationally)
- To prepare children for the future and teach them the skills they need to succeed to live in modern Britain today.
- To ensure our children adopt a positive attitude to behaviour for learning.
- To develop rounded, well balanced children who appreciate and have empathy for others.
- To ensure we safeguard all pupils to keep them safe and at risk from harm.
- To treat all children as equals regardless of their gender, race or disability.
- To provide a rich curriculum of experiences for all children.
- To provide an effective, rigorous systems of tracking and monitoring to enable all children to achieve.
- To provide experiences which promote and highlight citizenship, good health, sustainability, social moral, emotional and cultural learning to ensure the promotion of British values.
- To provide training and CPD for staff to develop and succeed and have impact upon the teaching and learning.

Kingsley Primary School provides a broad and balanced curriculum including national curriculum subjects and religious education. The school's desire is to set out teaching objectives for nursery and reception to year 6 to enable pupils to become fully literate. In English, we try to ensure that there are appropriately high expectations, and that pupils can talk, read and write with confidence, fluency and understanding.

We also try to ensure that our children are proficient in mathematics and have a clear understanding of the number system, a repertoire of computational skills and an inclination and ability to solve number problems, in a variety of contexts. We also aim to teach the children to be proficient in the practical understanding of the ways in which information is gathered by counting and measuring and is presented in graphs, diagrams, charts and tables.

All other subjects are taught as creatively as possible so the children receive a broad and balanced curriculum. If children show any exceptional talent or gifts, then this is catered for by the teachers matching

their ability to their work and by using the expertise of the whole staff. Extension work is available through a wide variety of clubs.

All parents can access the curriculum via the school website or are very welcome to come to school to see the very detailed schemes of work. This can easily be arranged by appointment with the head teacher.

The number of hours of teaching time for KS1 children is approximately 25 hours per week, less time taken for the daily act of worship and playtimes.

The number of hours of teaching time for KS2 children is approximately 27.5 hours per week less time taken for the daily act of worship and playtimes.

The school has a 'Home/School Agreement Policy' and also a homework policy. The school places a strong emphasis on these and appreciates parents' support.

Occasionally, some children may encounter difficulty in an area of their work and to some extent this may be part of the natural learning process. In such circumstances, we apply as much support as we can, drawing upon whatever resources are available to help the child. If thought relevant these situations are brought to the attention of parents, although parents may be invited to become involved with their child's learning at any appropriate and beneficial time.

Kingsley School has comprehensive assessment and planning procedures to ensure that each individual child's work is closely monitored and developed according to their own ability.

Promoting British Values at Kingsley Primary School

At Kingsley, we aim to develop and promote self-confidence, self-awareness, self-esteem and self-knowledge throughout the whole curriculum. We have high expectations of behaviour, manners and the following of rules from both pupils and staff which is evident as you walk around the school.

We have the drive to ensure all of our children develop spiritually, morally, socially and culturally through the vast range of extra-curricular activities and experiences we offer which are subsidised by the school eg. – Carlton Camp, theatre visits, shows, trips and visitors etc.

Parents can see all statutory LA policies and school policies on our school website or on request at the school.

Safeguarding Children

Parents and Carers should be aware that the school has a duty to take reasonable action to ensure the welfare and safety of its pupils. In cases where school staff have cause to be concerned that a pupil may be subject to ill-treatment, neglect or other form of abuse, staff will follow the Tees-wide Child Protection Procedures and inform the Children's Services of their concern. This may involve a visit to the home by a Social Worker. Our nominated members of staff for child protection matters are **Mrs Allott, Mrs Jill Sherwood and Mrs Linda Craig**. Our safeguarding governor is **Mr J Vale**. A copy of the safeguarding policy can be found on our school website.

School Security/Safeguarding Children

School and the Support Centre are protected by security doors/locks/perimeter fencing. Visitors are allowed into school only after having their identification details and DBSs checked (where relevant), and they are required to sign in and out of the visitors' book. All other visitors wait in the lobby and are given an appropriate lanyard to wear and accompanied around school by a member of staff or attend school out of class working hours such as contractors.

Religious Education

Religious education is provided in the school within the framework of the Hartlepool Agreed Syllabus (2020) for Religious Education.

If the parents of a child attending the school request that he or she be excused from attendance at collective worship or religious education lessons, the pupil shall be excused. The child will then continue his/her work in other areas of the National Curriculum.

Religious education aims to make a positive contribution to the Every Child Matters agenda, and the enhancement of the spiritual, moral, social and cultural development of all pupils. RE has a vital role to play in promoting discernment, combating prejudice, challenging stereotyping and encouraging respect. It plays an important role in preparing pupils for adult life, lifelong learning and employment.

The major changes to the 2020 Agreed Syllabus include:

- There are now three key elements in RE – Knowledge and Understanding of Religion, Critical Thinking and Personal Reflection
- An emphasis is on the introduction of enquiry questions and enquiry based learning
- The separation of Key Stage 2 into Lower and Upper Key Stage 2
- Revised levels for RE

Throughout the school many areas of religious education are looked at through whole school and during assemblies which are held across the week. It must also be noted that when at all possible, incidental opportunities for religious education are followed up with the children, with regard to uses of moral behaviour, feelings towards one another, which are covered in the day to day process of normal school life.

Please see our RE policy and Collective Worship Policy on our website.

Religious Affiliation

We have connections with Stranton Church, St. Aidan's Church and Oxford Road Baptist Church whose members occasionally take an assembly.

Relationships, Sex and Health Education (RSHE)

Relationships, Sex and health education at Kingsley is not about promoting sexual relationships.

Relationships education at Kingsley is about developing your child's confidence in dealing with the wide range of relationships they will develop, keeping safe, online safety, health education and the issues that arise from them.

We follow the statutory government guidance which came into force from Sept 2020.

Our curriculum covers personal, social and health education including online safety and keeping safe. We use the Lucinda and Godfrey programme to support our existing work. Most of the topics have been taught here for many years.

The Ourselves topic, begins in Reception. We will be using the correct words 'penis' and 'vagina' but these will be used in the same way and context that we teach 'stomach' instead of 'tummy'.

In years 1 to 4, topics include bullying and friendship, keeping clean, personal space and keeping safe e.g. when playing outside.

Before lessons in year 5 and 6, parents are invited to a meeting to discuss any questions they might have.

Year 5 is about puberty – what is happening to their bodies. It is about reassuring them that it is normal and not something to be embarrassed about. Year 6 repeats puberty but also talks about relationships and the different feelings they may start to have e.g. mood swings! The school nurse will be in years 5 and 6 to support class teachers.

In years 5 and 6 the children themselves raise questions about sex. These will be dealt with sensitively and the responses will be appropriate to the maturity and age of the children. In years 5 and 6 we will be working closely with you in order that we can provide what is best for your child.

If you have any questions or worries please ask! Your child's teacher, the outreach team, our Relationships, Sex and Health education co-ordinators, PSHE Co-ordinator, Online safety co-ordinator, a member of the safeguarding team or the school nurse will be able to help you at any time.

For further information, please see information and policies which can be found on our school website.

Visits

At appropriate times throughout the school year, pupils visit places connected with their curriculum studies, e.g. churches, museums, walks to local shops, outdoor activity centres, theatre visits, Burn Valley Gardens, parks, beaches etc.

Homework

The school has a homework policy which

- consolidates and reinforces skills and understanding, particularly in English and Maths, for example through additional reading, learning spellings and maths facts
- Extra learning at home through topics and research
- Homework Club for Y3-Y6 – 3:20 pm to 4:15pm, Mon, Wed and Fri.

Home/School Agreement

A home/school agreement is a statement explaining: the school's aims and values; the school's responsibilities towards its pupils who are of compulsory school age; the responsibilities of the pupil's parents; and what the school expects of its pupils.

Equal Opportunities

All children in the school are given the same opportunities in the curriculum. Where competition is involved, they compete as equals. A more detailed policy is available on request.

Inspection of Documents

Approved Policies and other documents that Governing Bodies and Proprietors are required to have by law are available for inspection on request. If you wish to inspect any of these documents, please visit our school website or contact the school, so that the necessary arrangements may be made.

Freedom of Information

As a school we are committed to ensuring that the information we hold on your child(ren) is properly protected and secure. Our school Privacy Notice sets out:

- Who we are
- What information we collect and why
- Who we obtain your information from and who we share it with
- How long we keep your data for
- What rights you have over your data

Any requests for information which we are able to give must be requested through the school office on 01429 273102.

OTHER INFORMATION

Inclusion and Exclusion

The school is very committed to inclusion of all kinds, as we feel it is a fundamental right that all children can attend their local primary school.

The school operates a 'no exclusion' policy, as we feel there are other measures which are more successful in dealing with behaviour.

Behaviour

Ideally, good behaviour should be self-motivated, and we operate a positive approach towards this issue. We expect good behaviour and consistent effort from our children and generally, that is what we see. Ofsted inspectors observed that: "Pupils behave well both in and around the school. They are polite and respectful to each other, staff and visitors."

Occasionally, there are times when our approach is not successful and it may be necessary to operate sanctions. These could include the withdrawal of privileges, or the requirement to do some extra work. If the problem persists, or is a serious one, parents are consulted so that, together, positive action may be taken. Parents are also encouraged to let us know if there are problems at home, which do not manifest themselves in school. A joint approach can often produce a solution.

Dress

We request that all children wear our school colours of pale blue polo shirts and navy blue sweatshirts/cardigans, skirts/trousers, as agreed by the Governing Body and Parental Vote. Sweaters, cardigans, fleeces, coats and 'T' shirts embroidered with the school badge can be ordered at the school office or via the website www.studentuniform.co.uk/kps012. We have a full range of uniform for your child to try and evenings are arranged for this purpose (see our weekly newsletters for information). New starters will be given a date specifically for trying on uniform and placing orders. It is left to the discretion of parents to dress their children suitably, remembering that, in colder weather, the building is heated. For P.E., children can wear shorts and t-shirts, a kit is available to purchase from school. In the interests of safety, we insist that long trousers or skirts may **not** be worn.



Swimming

So that children do not waste the opportunities, we ask that those children who are eligible to go to the baths to bring their towels, costumes and swimming caps. If there is any reason why your child is not able to go swimming, **please send us a letter**, and tell us how long it will be before you expect swimming to be resumed.

Jewellery and Items of Value

Children may wear one pair of stud earrings and a watch that does not accept incoming calls or messages for school but these must be removed for PE/swimming lessons. We ask that if your child cannot remove his/her earrings themselves, then you remove them for swimming/PE days. This is a health & safety requirement.

If jewellery, or other items of value - expensive toys, for example - are brought to school, it must be on the understanding that, whilst we will endeavour to safeguard them, we cannot be held responsible for their loss or damage.

Pupils in upper KS2 Y5/Y6 who walk to school alone may wish to bring a mobile phone for safeguarding purposes. These phones will be collected by the class teacher at the beginning of the day and put in a safe place until home time. Pupils should not be using mobile phones at all during school hours.

Charging policy - School Educational Visits (See Appendix 1)

Our school trips are organised to enhance and support school work. Costs are kept to a minimum. However, it may be necessary to ask for voluntary contributions if this type of activity is to take place during school time. There is no obligation to contribute and no pupil will be omitted from the visits but it may be necessary to have substantial voluntary parental contributions in order for the activity to take place.

However, if the activity takes place outside school hours or if it includes accommodation and/or food, then charges can apply.

Pupil Injury and Personal Effects

The Authority/Governors do not carry insurance cover in respect of such items belonging to staff or pupils. The personal effects of staff or pupils may be covered by individual household policies. Pupils are not covered by insurance for injuries sustained while taking part in school organised sporting activities unless the school or its staff are found to have been negligent in any way during the activity.

Extra-curricular Activities

The school has a range of activities, which take place outside normal school hours. These include Table Tennis, Football, Netball, Choir, French, Science, Rugby, Cricket, Reading Club, Baking Club, Art Club, Challenge Maths, Writing Club, ICT Club, Physio Club.

The older children may go to Carlton Outdoor Pursuits Centre for a short stay.

All extra-curricular activities are supervised by qualified staff, who give freely of their own time in order to enrich the lives of the children in the school community.

Kingsley Primary School has an After Care Club & Breakfast Club and a Homework Club.

School Meals

Mrs. W. Wilgress - Cook in Charge

All children in KS1 (Reception, Year 1 and Year 2) are entitled to a free school meal. However if you think your circumstances would entitle your family to a Free School Meal you **must still apply** via the Benefits Section, Civic Centre, tel: 01429 284188. This is important as the amount of funding schools receive is linked to the numbers of pupils who are entitled to free school meals. More information is available from school

Packed Lunches

Packed lunches are eaten in the classroom in KS1 and some KS2 packed lunches eat in the main hall. We ask parents not to overfill packed lunch boxes. Many children struggle to eat all of the food they are given and this means that some of the children do not get any fresh air or time to play at lunchtime. As it is very easy to overfill a lunch box, one suggestion given by our school nurse was to put the packed lunch food on a dinner plate to see if it actually looks like a lunch you would give your child at home.

There are a number of things we don't allow in packed lunches:

- Anything containing nuts
- Fizzy drinks
- Chocolate bars
- Sweets

Further information regarding healthy eating and can be found at

www.nhs.uk/change4life

www.netmums.com

www.eatwell.gov.uk

www.childrensfoodtrust.com

If you have any questions please feel free to ask class teachers or the staff on the door each morning

Transfer to Secondary Education

Once your child enters Year 6, they will receive a secondary application pack from the Local Authority (LA). There will be a common application form (CAF1) in your pack on which you will have the opportunity to express three preferences for any secondary school, whether it is in Hartlepool or another authority.

There will also be a booklet which explains the different types of schools in Hartlepool, the partner primary system, and the co-ordinated admissions process that ensures all children are offered a school place at the same time. Some schools receive more applications than they have places, so authorities have a process to decide which children get a place and which have to go to other schools. These arrangements must be fair and unbiased and follow the conditions set by central government.

Kingsley Primary School is a linked partner primary school with Manor Community Academy, but this does not mean that your child has to attend this school, nor does it guarantee your child a place. In the event that there are more applications for the secondary school than there are places available, priority is given to pupils attending a linked partner primary school **and** living in the admission zone of that primary school.

It is very important that you look at the admissions criteria of your preferred schools to see whether you are likely to get a place. There is no guarantee that the Authority will be able to offer you one of your preferred schools.

The Pastoral Team and SEND Team work very closely together to ensure all of the Year 6 pupils are prepared for secondary school life however if you would like to discuss your child's transition programme in detail please contact their class teacher, Nicola Barrass or Jill Sherwood.

Health

Given below are the details of the school nurses whom parents should contact in Hartlepool Area Health Authority if their child has a medical problem and they are concerned about his/her development. If this medical problem has an educational bearing, for example, a speech or hearing problem, parents should contact the Head Teacher, Mrs A. Darby or our Special Needs Co-ordinator, Mrs. N. Barrass, who will advise them as to the best course of action:

Community Hub South
Wynyard Road
Hartlepool
TS25 3LQ
Tel: 01429 284481

The school has a 'Head Lice' policy which is available for inspection in school.

Hartlepool Psychological Service

This support service provided by the Children's Services Department offers help for those children with special educational needs whether of a permanent or temporary nature. Parents who are concerned about their child's educational development should discuss the matter with the SENDCO and/or Headteacher, if it is felt necessary to seek the advice of the Hartlepool Psychological Service, an approach will then be made by the Head Teacher.

Road Safety

The school encourages a road safety consciousness among its pupils. Parents can help by stressing to their children the need for using the Crossing Wardens in Oxford Road and Kingsley Avenue when crossing here is necessary. Part of Kingsley Avenue and Taybrooke Ave. (outside the main entrance), is marked with "No Parking" lines. Parents bringing children to school or collecting them in cars are asked to maintain the "No Parking" area for safety reasons. Parking is permitted on the Recreation car park.

Parents visiting the Support Centre or Nursery may park in the first part of the school car park in Taybrooke Ave if parking spaces are available. Areas marked 'staff only', please ensure that these areas are kept clear for staff.

Emergency Procedures

If children become ill in school it is normal practice for a named person on the contact sheet to be contacted to take the child home. It is essential that we have at least two contact numbers in case of an emergency and that working parents give the school a telephone number through which they can be contacted and the address of a close relative or neighbour who would be willing to take in the sick child. The same information is essential for those occasions when a child is involved in an accident at school and may require hospital treatment. On these latter occasions the school will sometimes adopt emergency procedures to have a child admitted to hospital but obviously we would wish parents to be contacted at once.

Complaints about the School and Other Related Matters

Kingsley Primary School recognises the difference between a concern and a complaint. The importance of resolving concerns at the earliest possible stage is crucial and can prevent escalations and concerns developing into formal complaints. Telling us of your concern as soon as possible is necessary as it is difficult for us to properly investigate an incident or problem which has happened some time ago. We welcome suggestions for improving our work in the school.

Kingsley Primary School has established procedures for considering complaints from parents. Formal complaints can be referred to the Leadership Team, Deputy Headteachers or the Headteacher. If a complaint has still not been satisfied then the complaint can be made in writing to the Chair of Governors.

A copy of the policy and procedures can be found on the school website or the school office.

Most Recent School Statutory Results for Kingsley Primary School - 2019

Due to Covid-19, these are our latest statutory government results

Year 1 Phonics Results

	2019
School results	77%
National	82%

End of Key Stage 1 Results

		2019
Reading	School Results	71%
Working at expected level	National	75%
Writing	School Results	66%
Working at expected level	National	69%
Maths	School Results	73%
Working at expected level	National	76%

End of Key Stage 2 Results- 2019

	% achieved expected standard		High level of attainment	
	School	National	School	National
Reading	78%	73%	27%	27%
Writing	83%	78%	25%	20%
Maths	85%	79%	27%	27%
Reading, writing and maths	73%	65%	13%	11%
Grammar, punctuation and spelling	82%	78%	43%	36%

Please Note: The information in this school prospectus was correct at the time of publishing. However, it must not be assumed that there will be no changes affecting the relevant arrangements/information before the start of subsequent school years.

Appendix 1

Charging and Remissions Policy

We at Kingsley Primary School aim to provide an education which is enjoyable, creative, of high quality and provides children with the skills to succeed in the future. We believe that all children should have the opportunity to achieve regardless of their background, race, disability or financial circumstances.

In addition, we are committed to adhering to legal requirements regarding charging for school activities and meeting all statutory guidance provided by the DfE.

This policy sets out the charges that will be requested from parents for activities, what remissions will be implemented and how and when voluntary contributions may be requested from parents.

Kingsley School will not charge for:

- An admission application
- Education provided during school hours including the supply of any materials, books, instruments or other equipment
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

Kingsley School may charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- Music and vocational tuition (in certain circumstances)
- Certain Early Years provision under the Education Regulations 2012 (Charges for Early Years Provision)
- Use of Community Facilities
- Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for extras such as books, instruments, equipment etc. Optional extras can include:
 - Education provided outside of school time that is not:
 1. Part of the National Curriculum,
 2. Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 3. Part of religious education.
 - examination entry fee(s), if the registered pupil has not been prepared for the examination(s) at the school

- transport that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential trip
- extended day services offered to pupils (breakfast club/aftercare)

Optional extra costs may include:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- non-teaching staff, teaching staff or supply staff for services to provide an optional extra

Any charge made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It may not include therefore an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Participation in any of the optional extra activity will be on the basis of parental choice and the willingness to meet the charges.

Non residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Voluntary Contributions

Kingsley Primary School may ask parents for voluntary contributions for the school activity and will be used to cover associated costs. The Headteacher will make it clear to parents that there is no obligation to make any contribution(s). Parents will not be made to feel pressurised as contributions are not compulsory. No child will be excluded from an activity simply because his/her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit then it may be cancelled. If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

The Headteacher reserves the right to use the school fund to discretely subsidise families that are genuinely unable to pay voluntary contributions. The responsibility for determining the level of the voluntary contribution is delegated to the Headteacher.

The school may request a voluntary contribution from parents towards breakages and replacements as a result of damages caused wilfully or negligently by pupils.

Residential Trips

Kingsley will not charge for:

- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

Kingsley may charge for:

- Board and lodging, including that of necessary supervisory staff, but the charge must not exceed the actual cost.

Transport

Kingsley will not charge for:

- Transporting registered pupils to or from the school premises, where the children's services authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or children's services authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

Kingsley may charge for:

- Any other transport that is provided as an optional extra.

Remissions Policies

Kingsley Primary School may remit in whole or in part the charges referred to in this policy in the following circumstances

- If funding is received to cover some or all of the costs
- If the Headteacher deems that the specific needs of a child/children/family are such that remission of charges is appropriate, such cases will be examined on an individual basis.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £17,005)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. School will make it clear to parents at the outset what the policy for allocating places on school trips will be.